

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A*

C-A OPERATIONS PROCEDURES MANUAL

14.21.1 Operational Control Form for SMD Staff Shop Operations

Text Pages 2 through 3

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____
Signature on File
 Collider-Accelerator Department Chairman _____
 Date _____

Approved: _____
Signature on File
 Superconducting Magnet Division Head _____
 Date _____

M. Van Essendelft

BNL ENVIRONMENTAL MANAGEMENT SYSTEM

OPERATIONAL CONTROLS FORM

OPERATIONAL CONTROL FOR SIGNIFICANT ENVIRONMENTAL ASPECTS: <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>	COMPLETED BY: <u>M. VAN ESSENDELFT</u> DATE: <u>MARCH 15, 2006</u>
1. Operation(s): SMD Staff Shop Operations (AM-524-SSO)	
2. Activity(ies): <ol style="list-style-type: none"> 1) Atmospheric discharge from machined parts and welding (permitted emission points) 2) Waste generation (hazardous and regulated industrial) 3) Chemical storage (flammable) 	
3. Operational Controls (technological, operational, procedural operating criteria): <ol style="list-style-type: none"> 1) Haz Waste 90 Day Area/Weekly Inspection Program 2) Haz Waste Satellite Accumulation Areas 3) Chemical Management System (CMS) 4) Chemicals Stored in Flammable Storage Cabinets 5) Laboratory's Title V Facility Air Emission Permit (NYSDEC 1-4722-0032/00155). 6) Log books for permitted air emission points/material use records 7) Catch basins below nozzles where distribution occurs from bulk drums to smaller containers 8) SMD OPM 2.12, "Work Control and Planning" 9) Tier I program and self-assessments 	
4. Maintenance Plan(s): <ol style="list-style-type: none"> 1) Air hoods maintained by MMC on a "as needed basis." Cyclone units maintained by Central Shops on a "as needed basis." No processes are performed when hood is OOC. Facility Support verifies airflow through hood on an annual basis. 	
5. Actions to be Taken if Controls Fail: <ol style="list-style-type: none"> 1) Call spill response hotline – X2222 2) Local Emergency Plan 3) 90 Day Area contingency Plan 	
6. Records: <ul style="list-style-type: none"> • Log books for permitted air hoods/material use records • Tier I Inspection records /Tracking Database • 90 Day Area Inspections 	

BNL ENVIRONMENTAL MANAGEMENT SYSTEM OPERATIONAL CONTROLS FORM

OPERATIONAL CONTROL FOR SIGNIFICANT ENVIRONMENTAL ASPECTS: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	COMPLETED BY: <u>M. VAN ESSENDELFT</u> DATE: <u>MARCH 15, 2006</u>	
<ul style="list-style-type: none"> Operational Control Form Process Assessment Form/Corrective Action Tracking Database 		
7. Responsibilities: [(a) to ensure controls are in place; (b) to ensure controls keep working; (c) to take action when controls fail; (d) to create and keep records relative to operational controls]		
Name	Responsibility	
Staff Shop Supervisor	<ul style="list-style-type: none"> Maintain air emission log book/material usage information Maintain Satellite Accumulation areas Spill Control 	
Building Manager	<ul style="list-style-type: none"> Ensure air hoods are operational 	
Central Shop	<ul style="list-style-type: none"> Cyclone Unit Maintenance Cutting Oil Recycling 	
SMD Tier I Inspection Committee	<ul style="list-style-type: none"> Tier I documentation 	
90 Day Area Manager/ESH Coordinator	<ul style="list-style-type: none"> Maintain 90 Day Area per Hazardous Waste Subject Area 	
ECR	<ul style="list-style-type: none"> Update Process Assessment Forms 	
ECR	<ul style="list-style-type: none"> Update PAF Corrective Action Tracking Database 	
8. Training:		
Name	Training	Date
90 Day Area Manager/ESH Coordinator	RCRA 90 Day - Area Manager (HP-90Day)	See BTMS Database
Technician Supervisor	Haz. Waste Generator (HP-RCRIGEN3)	
Technician	AM-ENV-FS3	